

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 42

December 13, 2001

**SUBJECT: DETENTION LOGS - REVISED**

**PURPOSE:** The Department continues to identify areas of improvement as a result of the Rampart Board of Inquiry recommendations. One of the recommendations was to revise our detention tank logs in order to facilitate supervisory review of all persons in police custody at a Department facility. This Order revises the Detention Tank Log, Form 6.19.0, and renames it the Adult Detention Log. It also revises the Secure Detention of Juveniles Log, Form 9.05, and the Nonsecure Detention of Juveniles Log, Form 9.06, and renames them the Secure Juvenile Detention Log and the Nonsecure Juvenile Detention Log, respectively.

**PROCEDURE:**

**I. DETENTION TANK LOG, FORM 6.19.0 - REVISED.** The Detention Tank Log, Form 6.19.0, is revised and renamed the Adult Detention Log.

**A. Use of Form.** This form is used to document an adult in police custody who is subsequently transported to any Area station or the Metropolitan Jail Section, Jail Division.

**B. Completion.** The appropriate information shall be recorded on the Log by the officer who transports an adult in police custody to any Area station or the Metropolitan Jail Section, Jail Division. The watch commander shall sign and document the date and time the inspection and interview was conducted. (The watch commander's signature indicates that the inspection and interview was completed pursuant to Section 4/216.01 of the Department Manual.)

The form also includes a Remarks section for the watch commander to document additional information associated with the inspection and interview (e.g., "Completed," "No Additional Information," "See Watch Commander's Daily Report," etc.), or any other information the watch commander deems necessary.

**Note:** The Miranda Rights Invoked box (within the Remarks section) shall be checked by the officer receiving the invocation immediately after an arrestee invokes his/her Rights.

**C. Distribution.** The original Adult Detention Logs shall be retained at each Area for a period of two years. After two years, the Logs shall be handled in accordance with current record retention guidelines.

**II. SECURE DETENTION OF JUVENILES LOG, FORM 9.05, AND NONSECURE DETENTION OF JUVENILES LOG, FORM 9.06 - REVISED.** The Secure Detention of Juveniles Log, Form 9.05, and the Nonsecure Detention of Juveniles Log, Form 9.06, are revised and renamed the Secure Juvenile Detention Log and the Nonsecure Juvenile Detention Log, respectively.

**A. Use of Form.** These forms are used to document a juvenile in police custody who is subsequently transported to any Area station or the Metropolitan Jail Section, Jail Division.

**B. Completion.** The appropriate information shall be entered on the Log by the officer who transports a juvenile in police custody to any Area station or the Metropolitan Jail Section, Jail Division. The watch commander shall sign and document the date and time the inspection and interview was conducted. (The watch commander's signature indicates that the inspection and interview was completed pursuant to Section 4/216.01 of the Department Manual.)

These forms also include a Remarks section for the watch commander to document additional information associated with the inspection and interview (e.g., "Completed," "No Additional Information," "See Watch Commander's Daily Report," etc.), or any other information the watch commander deems necessary.

**Note:** The Miranda Rights Invoked box (within the Remarks section) shall be checked by the officer receiving the invocation immediately after a subject invokes his/her Rights.

**C. Distribution.**

1 - Original, Juvenile Coordinator, Operations Support Division. (This shall be distributed daily.)

**1 - TOTAL**

**FORM AVAILABILITY:** The Adult Detention Log, Form 6.19.0; Secure Juvenile Detention Log, Form 9.05; and Nonsecure Juvenile Detention Log, Form 9.06, will be available for ordering from the Department of General Services, Distribution Center, in about 30 days, and will be placed on the Department's Local Area Network (LAN). A copy of the form is attached for duplication and immediate use.

**AMENDMENTS:** This Order amends Section 5/6.19.0, 5/9.05.0, and 5/9.06.0 of the Department Manual and adds Section 4/219.09.

**AUDIT RESPONSIBILITY:** In accordance with Department Manual Section 0/080.30, each bureau commanding officer shall monitor compliance with the Adult Detention Log procedure, and the Commanding Officer, Juvenile Services Group, shall monitor compliance with the Secure and Nonsecure Juvenile Detention Logs procedure.

**BERNARD C. PARKS**  
**Chief of Police**

Attachments

**DISTRIBUTION "A"**